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DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAMARINFOTECHCENINST 3440.1A
ITC123
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SPAMARINFOTECHCEN INSTRUCTION 3440.1A

Subj: NATURAL DISASTER PREPAREDNESS PLAN (NDPP)

Encl: (1) Recall Tree Activation

1. Purpose. To issue the Space and Naval Warfare Systems Command Information Technology Center (SPAMARINFOTECHCEN) policy, actions, and procedures required to accomplish those measures which must be taken before, during, and after natural emergency situations; to reduce the probability of damage; minimize its effects; and, initiate recovery within SPAMARINFOTECHCEN.

2. Cancellation. SPAMARINFOTECHCENINST 3440.1

3. Background

a. The forces of nature, catastrophic accidents, domestic emergencies, or enemy attacks could precipitate a disaster with the potential for great loss of life, injury, or property damage. Disaster preparedness planning provides the organization procedures for collective assistance among local naval commands/activities.

b. The New Orleans area is subject to a wide range of natural disasters including hurricanes, tornadoes, severe thunderstorms, floods, and freezes. However, the most likely natural disaster that will hinder SPAMARINFOTECHCEN in performing its essential mission is the tropical hurricane and its associated conditions of flooding, high winds, and tornadoes.

4. Condition of Readiness (COR) Information

a. Hurricane COR (Tropical Cyclone, Subtropical, or Extra-Tropical Wind Storms).

(1) Condition 5. The normal hurricane season condition for the 6-month period from 1 June to 30 November. This condition serves as a reminder that the hurricane season is in effect and that hurricane bills and emergency procedures will be reviewed and updated.

(2) Condition 4. The trend indicates a possible threat of destructive winds of force within 72 hours. Review hazardous and destructive weather implementation plans.

(3) Condition 3. Destructive winds of force are anticipated within 48 hours. Take preliminary precautions.

(4) Condition 2. Destructive winds of force are anticipated within 24 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

(5) Condition 1. Destructive winds of force are occurring or anticipated within 12 hours. Take final precautions as prescribed.

Note: Hurricane CORs are further identified into two general classifications, "A" or "B," based on the intensity of the approaching storm. Thus a "COR X A" is used for major hurricanes (category 4 or 5) and "COR X B" is used for less severe hurricanes and tropical storms. The prescribed precautionary actions differ accordingly.

b. Thunderstorm or Tornado CORs

(1) Condition 2. Destructive winds accompanying the phenomena indicated are expected in the general area within 6 hours. Associated lightning, thunder, torrential rain, hail, severe downburst, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

(2) Condition 1. Destructive winds accompanying the phenomena indicated are imminent or are occurring. Associated lightning, thunder, torrential rains, hail, severe downburst, and sudden wind shifts are possible. Take immediate safety precautions and shelter.

5. Responsibility. This instruction provides the basic NDPP to ensure adequate coordination, planning, and training to cope with natural disasters, which threaten SPAWARINFOTECHCEN resources. This instruction focuses primarily on destructive weather situations. For other disaster situations, the Command Disaster Preparedness Coordinator (CDPC) will coordinate with Naval Support Activity (NAVSUPACT) New Orleans.

6. Duties

a. Director

(1) Assist COMNAVBRESFOR in determining their minimum Information Technology requirements to perform their essential missions.

(2) Direct command actions to ensure establishment of the maximum amount of readiness on short notice.

(3) Order the closing of SPAWARINFOTECHCEN based upon the forecasted track and characteristics of each storm and information received from the CDPC regarding the COR required for the storm.

(4) Upon notification from the CDPC, order the evacuation of SPAWARINFOTECHCEN.

NOTE: The decision to evacuate is distinctly separate from whatever COR is ordered or currently in effect. The setting of a particular COR DOES NOT automatically mandate an order to evacuate. Each natural disaster will be assessed individually and a separate decision regarding evacuation will be issued.

b. SPAWARINFOTECHCEN Directorate Directors and Deputy Directors

(1) Maintain Recall Roster for directorate and provide any changes to the SPAWARINFOTECHCEN Administrative Management Division (ITC121A1).

(2) Maintain the directorate Recall Tree and provide any changes to the SPAWARINFOTECHCEN Administrative Management Division (ITC121A1). Ensure the activation process is performed per the specifications contained in enclosure (1) of this directive.

(3) Ensure all personnel assigned attend hurricane training, which is conducted at the beginning of the hurricane season.

(4) Upon setting of CORs, take all necessary actions to prevent personal injury and damage to government property during forecasted weather.

(5) Identify essential mission functions, personnel, and records required to support essential mission functions.

(6) Execute specific responsibilities as specified in this instruction.

(7) Participate in exercises to test this plan.

(8) Maintain and provide an Essential Personnel Listing to the CDPC by 1 June, see paragraph 7b(1)(a) below.

c. SPAWARINFOTECHCEN CDPC (ITC123)

(1) Advise and assist the Director in all matters related to disaster preparedness/hurricane/tropical storm preparedness.

(2) Coordinate with the NAVSUPPACT Disaster Preparedness Officer and Command Duty Officer on all matters regarding exercises or actual COR conditions.

(3) Track hurricane/tropical storm movement within the Gulf Coast region and keep the Director advised of its position, intensity, and forecasted track.

(4) Ensure that the command receives command-wide training prior to the beginning of hurricane season.

(5) Annually review this instruction with the directorate directors, which describes measures to be taken during each COR.

(6) Report to the command as soon as possible after the natural disaster to work recovery operations.

(7) At the direction of the Director, begin steps to commence recovery actions to return SPAWARINFOTECHCEN to essential functions as soon as possible.

d. Administrative Management Division (ITC121)

(1) Coordinate with the Command Senior Chief (ITC02M) to administer and coordinate the Government Charge Card Program for SPAWARINFOTECHCEN military personnel for the purposes of emergency evacuation.

(2) Ensure that each military member issued a Government Charge Card for evacuation purposes signs the Government Charge Card Usage letter, stating they understand that the card has been issued for evacuation purposes only and is not to be used for anything else at any time. Each member must understand that they are subject to punishment under the United States Code of Military Justice (UCMJ) if they use this card in a manner it was not intended to be used.

(3) Provide Travel Orders to SPAWARINFOTECHCEN personnel ordered to evacuate to the prearranged data relocation site.

(4) Quarterly, provide an updated Recall Roster to designated managers.

e. Command Senior Chief (ITC02M)

(1) Coordinate with the CDPC to ensure that all military personnel who require assistance evacuating the area are identified and transportation provided.

(2) Periodically check to ensure that all SPAWARINFOTECHCEN Bachelor Quarters (BQ) residents who require transportation in the event of an evacuation are listed on the NAVSUPPACT evacuation list.

f. Facilities Management Division (ITC123)

(1) Coordinate with University of New Orleans (UNO) Foundation representative to ensure the readiness of the emergency generator and its associated equipment and top off fuel tanks as necessary.

(2) Order and maintain necessary disaster preparedness supplies for the command. Supplies should include water, Meals-Ready-To-Eat, rain gear, work gloves, flashlights, and batteries. Ensure the command stake-body truck has been serviced and is full of fuel. Park the truck at the UNO Facility in the "Horseshoe" area.

g. Contracting Officer Representative (ITC00C)

(1) Principle contact for dissemination of disaster preparedness information between the government and its contractors.

(2) Upon notification by the Disaster Preparedness Coordinator, notify their contractor points of contact with the latest COR.

(3) Ensure the contractor is aware of the action to be taken under each COR as listed in this instruction.

7. Action Checklist

a. This checklist is designed to assist in preparing for a tropical hurricane that could require the evacuation of the SPAWARINFOTECHCEN complex. It is not an all-inclusive checklist and items that may apply to specific areas of responsibility should be included.

b. The checklist is identified by the various hurricane CORs. Some items appear under more than one COR. Keep in mind that a hurricane can develop rapidly in the Gulf of Mexico and provide little warning time (i.e., COR 3 or 2 may be the first one issued).

(1) COR 5 (1 June to 30 November)

(a) Prepare an Essential Personnel Listing providing employees name, area of access at either the Lakefront or Dauphine Street, and forward to the CDPC. Essential personnel are those who will remain on site during a storm or are involved with data backup and restoration, that will require them to be on site after an evacuation order has been issued, or must be called back early after a storm to restore the command's mission.

(b) Brief essential personnel on their duties and responsibilities.

(c) Identify and ensure equipment, records, files, etc., can be rapidly stowed and secured. As necessary, identify inside spaces where valuable equipment/records can be stowed.

(d) Designate and provide to the CDPC a primary and a secondary point of contact for your directorate, for working and non-working hours, to receive destructive weather warnings/notifications.

(2) COR 4 (Destructive winds within 72 hours.)

(a) Determine the personnel who are on leave/TAD. Determine whether they should be recalled, and if so when?

(b) Brief personnel on recall, evacuation, and possible actions that could be taken as the storm progresses toward the New Orleans area.

(c) As directed, dismiss essential personnel to make their personal preparations for the storm.

(d) Commence backup of all electronic data and files. Prepare to download any electronic data and files that will be needed immediately after the storm passes.

(3) COR 3 (Destructive winds within 48 hours.)

(a) Department and division directors will instruct their personnel on specific duties required under COR 2.

(b) As directed, implement a liberal leave policy for non-essential personnel.

(c) As directed, dismiss non-essential personnel.

(4) COR 2 (Destructive winds within 24 hours.)

(a) Review and complete any actions not completed during COR 3.

(b) As directed, dismiss non-essential personnel.

(c) Take care of last minute problems.

(5) COR 1 (Destructive winds within 12 hours.)

(a) Personnel aboard will perform functions as directed by previous instructions from their respective directorate or department directors. SPAMARINFOTECHCEN Security Manager or delegated representatives will remain on board while essential personnel are still on site.

(b) Official notification of a storm's passing and return to work authorization will come from NAVSUPACT Disaster Preparedness Officer through the local media, as conditions permit.

8. Reports. The following are reports required within this instruction:

a. The requirement for the Recall Roster contained in paragraph 6b(1) above has been assigned report control symbol SPAMARINFOTECHCEN 3440-1.

b. The requirement for the Recall Tree contained in paragraph 6b(2) above has been assigned report control symbol SPAMARINFOTECHCEN 3440-2.


H. DALE GALLOWAY

Distribution: (SPAMARINFOTECHCENINST 5210.1)
Lists A, B, C, D, E, and F

RECALL TREE ACTIVATION

1. Authority. The Regional Area Coordinator (Commander, Naval Reserve Force) command duty office or the Commander, Space and Naval Warfare Systems Command has the authority to implement and notify designed representatives to activate the Recall Tree notification.
2. Usage. The Recall Tree is an instrument that is used by management to ensure personnel are notified of their current work situations and personnel accountability due to certain situations (e.g., weather situations, acts of terrorism, building maintenance troubles, etc.). Managers must ensure that they have upper and lower chain of command points of contact to ensure accountability of personnel can be processed.
3. Process. Specific managers have been provided that responsibility of notifying personnel under their cognizance of certain work situations (e.g., administrative leave authorized due to weather, acts of terrorism, etc., or report for duty). If you can not locate a manager under you, who has responsibility to notify others, you must notify all personnel under their cognizance. Upon completion of this notification, you will notify the chain of command of the status of your notification process (e.g., who was notified, who could not be reached). When trying to inform you chain of command of your notification process, and your immediate supervisor can not be located, call the next level up the chain until your notification has been provided and received. The personnel status notification process will go up the chain until the Senior Military Advisor (ITC02), Deputy Director (ITC01), or Director (ITC00) has been notified of the status of all personnel.
4. Missing Notification Managers. Upper management must have in their possession all the telephone numbers of their personnel. Upon activation of the Recall Tree, if managers can not reach the primary or alternate designated manager for the next level of the notification process, they will be responsible for notifying all personnel under that missing manager's cognizance. This same process applies for notifying the chain of command of the status of personnel. (e.g., If your immediate supervisor can not be located, notify the next level, until the status of personnel (who was notified/who could not be reached) has been provided and received.)
5. Privacy Act Protection. Managers are reminded of Privacy Act protection of personnel's home telephone numbers. Managers will have in their possession only the telephone numbers of the people they are responsible for notifying and will not divulge this information to anyone not in authority. Managers are reminded that they could be fined up to \$5,000 for providing personal information without written authority of personnel.
6. Maintenance. Directors will ensure Recall Trees are maintained with current information at all times. Submit all changes to the Administrative Management Division (ITC121).